

# Division II

## WICKED IMPORTANT DATES FOR SPRING 2015

Always read your HC email & keep up with HC Announcements. Meet with your committee **regularly**.

January 18	5 College Add/Drop period begins
January 19	Hampshire Course Add/Drop period begins
January 20	Mount Holyoke & UMass classes begin
January 21	Hampshire classes begin
January 22	Amherst classes begin
January 26	Smith classes begin

### POINTS TO PONDER FOR FEBRUARY

Are you a 3<sup>rd</sup> semester student? Have you finished your Div 1 requirements? No? Be sure to complete requirements this semester. If you have completed all requirements for Div 1, talk to your advisor to find out what s/he wants included in the Div 1 portfolio. Start working on it and schedule a final meeting. The deadline for passing Div 1 is **Thursday, February 12<sup>th</sup>**.

You must fill out and submit a Division II Committee request on TheHub. The form is fairly brief and asks for some of the same information that will be needed for the Division II contract. Log on to TheHub, click "Division II". On the left menu, click "committee request". Fill out accordingly. Want a Div 2 committee in Creative Writing, Theatre, Studio Arts, Film/Photo/Video? The Division II Committee request form links to the web page telling you how to apply to the program. You have to follow their procedures **in addition to** completion the Division II committee request form. The deadline is Friday, March 13. CASA is sponsoring workshops to help you through the Div 2 filing process. Check the dates below and mark your calendar.

Are you a 4<sup>th</sup> semester student? You **really** care about the February 12<sup>th</sup> Div 2 filing deadline. Spend lots of time prior to this deadline finding a chair; make sure your chair **AND** your member 'sign' your contract on TheHub.

If you have any questions or problems, please make an appointment with Zena Clift or Ernie Alleva in CASA, ext. 5498.

Are you planning to graduate in May 2016? CASA is holding a number of workshops to help you through the Div 3 filing process. Check the dates below, and your email for reminders. If you have any questions or problems, please make an appointment with Anne Downes in CASA, ext. 5498.

Are you planning to graduate in December 2015? Be sure to pass Div 2 by February 12 and file Div 3 by February 19. If you have any questions or problems, please make an appointment with Anne Downes in CASA, ext. 5498.

February 3 Add/Drop Period Ends for Hampshire & Five College Courses

Why do I care?

If you are not registered for a course, the faculty member cannot give you an evaluation (HC courses) or a grade (Five College courses). If you don't drop the courses you are not attending, you will receive an "F" or a "No evaluation" on your permanent transcript that cannot be removed.

February 4 Fourth Semester? File Div 2 NOW! Workshop Noon – Merrill Living Room

February 12 Div 2 filing deadline for 4<sup>th</sup> semester students.

February 12 Div 2 pass for Fall 2015 Div 3 completion

February 12 Advising Day – no classes

Meet w/ your advisor/chair to talk about courses, concerns, future plans, etc.

February 27 Workshop on Filing Div 3 for May 2016 Graduation Noon – FPH faculty lounge

### POINTS TO PONDER FOR MARCH

Are you a 3<sup>rd</sup> semester student? You must fill out and submit a Division II Committee request on TheHub. The form is fairly brief and asks for some of the same information that will be needed for the Division II contract. Log on to TheHub, click "Division II". On the left menu, click "committee request". Fill out accordingly. You will be able to transfer information from the request form to their Division II contract later.

Want a Div 2 committee in Creative Writing, Theatre, Studio Arts, Film/Photo/Video? The Division II Committee request form links to the web page telling you how to apply to the program. You have to follow their procedures **in addition to** completion the Division II committee request form.

Mid-Semester Evals: All first-year students get them. Start by doing a mid-semester self-evaluation due March 4.

Late March: Meet w/ your advisor to talk about course selection for Fall 2015 in order to be approved to preregister! Now's the time to talk about Division 2 plans, possible committees, preregistration, meeting distribution requirements, academic progress, etc.

March 4 Workshop on Filing Div 3 for May 2016 Graduation Noon – Prescott Tavern

March 4 Mid-semester self-evaluations for Fall 2014 & Spring 2015 entrants due on TheHub

March 5 Everything You Wanted to Know About Division 2 But Were Afraid to Ask 4 pm – Merrill Living Room

March 6 May/Summer International Program applications due to Global Education Office

March 9 Workshop on Filing Div 3 for May 2016 Graduation 4 pm–FPH West Lecture Hall

March 10 Everything You Wanted to Know About Division 2 But Were Afraid to Ask – workshop for second semester students 4 pm – Merrill Living Room

March 11 Faculty mid-semester evaluations are posted by this date.

March 13 Creative Writing, Theatre, Studio Arts, Film/Photo/Video application deadline

March 14-22 S P R I N G B R E A K ! ! !

March 27 CASA will send you correspondence regarding mid-term academic progress

March 30 – Advising Week

April 3

(more Wicked Important on the flip side!)

*POINTS TO PONDER IN APRIL*

Be sure you have met with your advisor to talk about planning courses for the Fall 2015 semester. Why is this important? You will not be authorized to preregister without advisor approval on TheHub and you will be sad. Look for more info from Central Records.

Students who plan to go on field study, participate in a Hampshire College exchange program, take a leave of absence, or withdraw in Fall 2015 must notify the college on or before April 10. **If you notify the college after this deadline, there will be a \$500 late fee charged to your account.** If you decide to return for fall semester even after filing to be away, there is no late fee, so notify us even if you aren't 100% sure of your plans. Forms for field study, exchange, or leave of absence can be picked up at the Center for Academic Support and Advising (CASA) located in the Lemelson Building. You will need to meet with a CASA dean and get approvals from other offices on campus before we can approve your application. Plan ahead!

April 1            Advising Day (no Hampshire classes)

April 6            Pre-registration for Fall 2015 begins!

April 10            \*\*\*Enrollment Notification Deadline\*\*\*

Bring paperwork to CASA by this date if you think you will be away from campus (Leave, Field Study or Exchange) for Fall 2015.

April 13            Last day to drop classes with a "W" (for withdrawn)

I thought the add/drop deadline passed?

It did. This is the last day to drop a class and not receive a "No Eval" for Hampshire courses or an "F" for 5 College courses on your official transcript.

April 17            5-College preregistration period ends

April 27            Hampshire preregistration ends

April 27            Last day of classes - Mount Holyoke College

April 29            Last day of classes - UMass

*POINTS TO PONDER IN MAY*

Check in with your advisor before you leave campus to talk about academic progress.

May 1            Last day of classes – Smith

May 1            Last day of classes – Hampshire

May 4 – 8        Advising/Progress Review Period

May 6            Last day of classes –Amherst College

May 16            Commencement

May 17            Houses close 10 a.m.

Course Evals are due June 15.

Be sure to check TheHub after this deadline to be sure you have evals for all the courses you are expecting evals from. Follow up with your faculty if you do not see the eval posted. Satisfactory Academic Progress is determined at this time which may affect academic standing and financial aid eligibility.

Div 1 and Div 2 evaluations are due June 30.

Be sure to check TheHub after this deadline to be sure you have your Div 1 or Div 2 eval. Follow up with your faculty if you do not see the eval posted.